



आयुध निर्माणी भुसावल  
यंत्र इंडिया लिमिटेड की इकाई  
(भारत सरकार का उद्यम, रक्षा मंत्रालय)

**ORDNANCE FACTORY BHUSAWAL**  
A UNIT OF YANTRA INDIA LIMITED  
(A GOVT. OF INDIA ENTERPRISE, MINISTRY OF DEFENCE)



Annexure 'A'

WEB ADVERTISEMENT FOR ENGAGEMENT OF GENERAL STREAMS GRADUATE SUCH AS B.SC./B.COM./B.A. APPRENTICES UNDER SECTION 8(3A) OF THE APPRENTICES ACT -1961, AS AMENDED IN 1973,2014 & 2019 (No.F/17/ HRD/GSGAPP/01 Dtd. 10/01/2023)

ORDNANCE FACTORY BHUSAWAL invites applications for engagement of General Streams Graduate such as B.Sc./B.Com./B.A. Apprentices in accordance with the provisions contained in the Apprentices Act-1961, (amended in 1973, 2014 & 2019) a period of **one year** as per details given below:

1.0 Apprentices to be engaged:

S.NO.	NAME OF TRADE	Group Code	CATEGORIES				TOTAL	PH/PWD
			UR	OBC	SC	ST		
01	Bachelor of Science	B.Sc.	08	04	01	01	14	02
02	Bachelor of Commerce	B.Com.	07	04	01	01	13	
03	Bachelor of Arts	B.A.	07	04	01	01	13	
TOTAL			22	12	03	03	40	

2.0 **Essential Educational Qualifications and Eligibility:**

2.1 **Educational Qualification:** Graduate Degree in General Streams (such as B.Sc./B.Com./B.A.) from the recognized University.

2.2 A candidate is not eligible to undergo apprenticeship training if the gap is more than two years.

2.3 If the gap between the date of declaration of result and date of commencement of training is more than one year, an affidavit on stamp paper duly signed by Magistrate/Notary has to be submitted by the Apprentices, Mater of the affidavit will remain same as of declaration in the format given in Para 16.0 below.

3.0 **Qualifying/Age limit:** As per Apprenticeship Act to undergo Apprenticeship Training, the minimum age limit is 14 years and there is no upper age limit. However, the candidates between 14-18 years are not eligible to sign the Contracts being the minor. Their Contracts are required to be signed by their Guardians.

4.0 **Period of Training :- One year.** Training shall be terminated after completion of one year.



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- 5.0 **This is purely a training course & thus any claim of employment after completion of training does not arise.**
- 6.0 The selection can be cancelled at any time before or during the training of one year, if any document or information is found incorrect.
- 7.0 In complete application /application received after the due date will be automatically **REJECTED** & no complaints/representation will be entertained in this regard.
- 8.0 **Important dates / Calendar Events :-** Last date for receipt of Application at Ordnance Factory Bhusawal is 21 days from the date of last publication of advertisement in news paper/ddpdoo Portal/ NATS Portal.
- 9.0 **Rate of Stipend per month: Rs. 9000/- per month consolidated.**
- 10.0 **Standard of Physical Fitness :** As per the Apprentice Act-1961, Apprenticeship Rules 1992 and amendments thereof.
- 11.0 **Reservation:**  
As per Apprentices Act. Copy of Certificate from Competent issuing Authority is required to be submitted for obtaining Reservation. OBC candidates are required to submit **Non-Creamy-Layer-Certificate (NCLC)** valid as on closing date of receipt of application. Candidates not having valid certificate in respect of Reservation will be considered as unreserved candidate.
- 12.0 **Submission of application form:**
- 13.0 Interested candidates may apply as per given Application Format (as per Annexure 'A' ) and condition mentioned above address to **"The General Manager, Ordnance Factory Bhusawal, A Unit of Yantra India Ltd. Bhusawal, Pin-425 203, Maharashtra** so as to reach this office within 21 days of publication of the advertisement in newspapers.
- 14.0 Application is to be forwarded in sealed envelope with title as **"APPLICATION FOR THE POST OF GENERAL STREAMS GRADUATE SUCH AS B.SC./B.COM./B.A. APPRENTICES- (Group Code)"** with self attested photo copies of mark sheets of all semester caste certificate , Non- Creamy-Layer-Certificate (if applicable) and other required certificates.
- 15.0. **Mode of Selection & joining process of the candidates:-**
- i) Candidates will be selected only on merit, no interview or test will be taken for the selection and joining of the apprentices.





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- ii) For preparation of merit list, in case of two candidates having the same marks/percentage (tie case), the candidates with older age shall be preferred. If the dates of birth are also the same then the candidates who passed Matriculation examination earlier (year) shall be considered first. Even if the year of passing of Matriculation examination is same, the candidate name in alphabetical order appearing first will be considered first.
- iii) Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/Institute **Proof of norms adopted by the University/ Institute to convert CGPA/OGPA/DGPA into percentage is necessary to submit by the selected candidates at the time of verification of documents.**
- iv) Merit list will be published on the notice board of Main Gate of OFBH and selected candidates will be called for the verification of documents.
- v) Candidates have to submit all desired documents during document verification. In case of failure to submit any of the desired documents, the candidate will not be permitted for document verification.
- vi) After verification of documents of selected candidates police verification will carried out. Selected candidates will be called for medical examination before joining after receipt of clear PVRs.
- vii) Engagement of selected candidates will be subject to their passing the Medical Examination conducted by OFBH Hospital. **It is mandatory for the selected candidates to register themselves on NATS Portal [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in) and the same will be verified on the day of document verification. Selected candidates will not be allowed to join for training until the candidates complete the registration process on NATS Portal and generate their contract registration form on NATS Portal.**
- viii) No Hostel accommodation will be provided to the selected candidates by Ordnance Factory Bhusawal.
- ix) **The duration of Apprenticeship training will be one year. If the candidate leaves the training midway, the stipend taken during the training period will have to be refunded to the candidate as per Apprentices Act & rule and he will have to write a security bond for the same.**

**16.0 Declaration/ Affidavit:-**

- 16.1 The declaration/affidavit as per Annexure 'C' is to be filled up by the applicants.
- 16.2 The declaration has to be signed by the candidate, if the gap between date of passing and date of Joining the apprenticeship training is one year.



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- 16.3 If the gap is more than one year, the affidavit has to be furnished on stamp paper in the above Format duly signed by Magistrate/Notary.
- 16.4 Copy of declaration/affidavit to be submitted along with application form (**Annexure 'B'**) and Original to be submitted during Document Verification.
- 17.0 List of Documents along with original to be submitted during document verification (if invited for)
- 17.1 Copy of Aadhaar Card as ID Proof. School leaving Certificate.
- 17.2 Copy of SSC Mark Sheet & SSC Certificate.
- 17.3 Copy of Mark Sheet (along with all semesters)& Certificate of Final year Graduate Examination.
- 17.4 Copy of Caste & Validity Certificate, Non Creamy Layer Certificate for OBC candidate, PH Candidate Certificate for Physically Handicapped candidates as applicable.
- 17.5 Declaration affidavit as per format on Plain paper/Declaration affidavit as per format on stamp Paper (Non Judicial) whichever applicable.
- 17.6 03 copies of passport size colored photographs in red background.

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DO/HRD





7. शैक्षणिक अर्हता का विवरण / Details of Educational Qualification:

- i) स्नातक का कॉलेज / विश्व विद्यालय : \_\_\_\_\_  
College/University
- ii) स्नातक उत्तीर्ण करने का वर्ष : \_\_\_\_\_  
Year of Passing Graduation
- iii) अंतिम वर्ष के परिणाम के घोषणा की तारीख : \_\_\_\_\_  
Date of declaration of result of final year
- iv) स्नातक के अंतिम वर्ष में प्राप्तांक का प्रतिशत : \_\_\_\_\_  
Percentage of Marks in Final year of Graduation
- v) सी.जी.पी.ए. (यदि है तो ) CGPA (If applicable) : \_\_\_\_\_

9. संपर्क सूचना / Contact Details :

मोबाइल mobile	+	9	1																
E- Mail ID																			
ई मेल आई डी																			
आधार संख्या																			
Aadhaar No.																			

10. मैं एतद्वारा घोषणा करता हूँ कि / I hereby declare that :

- i) उपरोक्त विवरण मेरी जानकारी एवं विश्वास के अनुसार सही है ।  
The particulars given above are true and to the best of my knowledge and belief.
- ii) मैंने शिक्षता अधिनियम के अंतर्गत कोई प्रशिक्षुता प्रशिक्षण प्राप्त नहीं किया है अथवा स्नातक करने के पश्चात मुझे एक वर्ष या उससे अधिक कार्य का अनुभव नहीं है।  
I have not undergone any Apprenticeship Training under Apprenticeship Act or do not have job experience of one year or more after acquiring the Graduation.
- iii) मैंने वेबसाइट <http://ddpdoo.gov.in/units/OFBH> पर विज्ञापन को पूरा पढ़ा है और प्रशिक्षु प्रशिक्षण के लिए अर्हता मानदंड को पूरा करता हूँ । यदि मुझे दस्तावेज सत्यापन तथा साक्षात्कार के लिए बुलाया जाता है तो मूल प्रतियों सहित अपेक्षित दस्तावेजों की प्रतियों को जमा करूँगा ।  
I have gone through the advertisement in website <http://ddpdoo.gov.in/units/OFBH> and meet the eligibility criteria for Apprentice Training. I will submit copy of all desired documents along with original, if called for document verification.

अभ्यर्थी का हस्ताक्षर / Signature of the Candidate

स्थान/ Place :-

दिनांक/ Date :- ...../...../2023

अभ्यर्थी का नाम / Name of the Candidate

**DECLARATION / AFFIDAVIT**

(To be submitted by the candidate during verification of documents)

I ----- son/daughter of-----  
 ----- aged ----- residing at -----  
 -----  
 -----

Hereby solemnly affirm and state as under:

I. That I passed my Degree (B.Sc./B.Com./B.A.) Certificate Examination in -----

From-----College/University

at (Place) -----

The date of declaration of my final year result is -----

II. That after passing the above said examination:

- a) I did not have training or job experience for one year or more.
- b) I did not undergo Apprenticeship Training at any place under the Apprentices Act.

The above statement is true to the best of my knowledge and belief.

Date:

Signature of Apprentice

Place:

**Note :-**

- i) The above declaration has to be signed by the candidate, if the gap between date of passing and date of joining the Apprenticeship Training is less than one year.
- ii) If the gap is more than one year, the affidavit has to be furnished on stamp paper in the above format, duly signed by Magistrate/Notary.
- iii) Copy of the declaration/Affidavit to be submitted along with application form & original to be submitted during Document Verification.